DATE: November 10, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Everett Erichsen, Director, Emergency Management,
238 Golden Hill Lane, Kingston, NY 12401

JOB VACANCY: Emergency Services Dispatcher Trainee / Permanent/Provisional / Full-Time / Benefited

LOCATION: Fire Ctl Bldg

SALARY: $26.99 / hour (Grade 1)

FILL DATE: December 4, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is a one year traineeship position which involves responsibility in dispatching police, fire and medical services to various situations and locations. Work assignments will be similar to those performed by an Emergency Services Dispatcher I including receiving 911 emergency calls, dispatching police personnel, fire and ambulance services to various citizen complaints and emergencies. An incumbent of a trainee position works under very direct supervision at first, becoming increasingly independent as the training progresses and at some point during the training period is expected to become capable of functioning without supervision. In accordance with civil service rules, upon successful completion of the year traineeship period, the incumbent is automatically appointed to full performance level without further examination. Work is performed under the direct supervision of a higher level employee in accordance with well-established policies and procedures. Employees in this class must exercise sound judgment in response to various emergency situations. Supervision is not a normal responsibility of this position. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the geography of the municipality; working knowledge of the operating principal of two-way radio communications; working knowledge of logistics of medical emergencies, police emergencies, and firefighting; ability to learn how to operate various radio equipment; ability to think clearly and act quickly in various situations; ability to direct emergency services through the quickest and safest route; ability to remain calm in stressful situations; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions; ability to write legibly and prepare brief, but accurate reports; clerical aptitude; mental alertness; clear speaking voice; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and six (6) months of full-time paid experience or its part-time/volunteer equivalent in the operation of two-way radios in police, fire or ambulance services or related work; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and three (3) months of full-time paid experience or its part-time/ volunteer equivalent in the operation of two-way radios in public works, taxi, bus, or other fleet operation settings and three (3) months of full-time work experience or its part-time/volunteer equivalent in police, fire or ambulance services.

Special Note: A background investigation will be performed on all candidates. If a candidate has been convicted of any crime (felony or misdemeanor,) it does not represent an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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